

6.3.1 General Provision**A. Purpose**

These standards and procedures are established to promote and protect the public health, safety and welfare within Jefferson County by providing common and effective methods for assigning and changing street names and site addresses, and permanent closure of public rights-of-way and access easements. Such methods ensure the efficient delivery of emergency services to individual homes and businesses, and appropriate determination of the continued use of lands dedicated for public purpose.

B. Effect

No application for a building permit or subdivision plat shall be approved that contains street names or site addresses that do not comply with the requirements and procedures provided herein.

The following terms relating to Street Names are included in the Definitions (Chapter 1 Part 2): Commission, Planning Director, Fire Protection District, Louisville and Jefferson County Information Consortium (LOJIC), Person, Street Index File

6.3.2 Street Name Change**A. Authorization and Procedure**

Street and alley names may be changed in accordance with this section.

B. Who May Initiate a Street or Alley Name Change

Applications for changing a street or alley name may be initiated by the Planning Commission, any governmental unit having jurisdiction over any part of the street or alley, property owners representing fifty-one percent of all parcels adjacent to the public right-of-way to be renamed, or by property owners whose property includes more than fifty-one percent of the linear front feet of the portion of the street or alley to be renamed.

C. Application Requirements

The following information items are required for acceptance of a formal application to the Louisville and Jefferson County Planning Commission to change the name of any public or private street or alley.

1. The formal application shall contain the following items:
 - a. The existing street or alley name.
 - b. The proposed street or alley name.
 - c. Justification for request.
 - d. The application shall be signed by the applicant or a person authorized by the applicant.
 - e. Signed, notarized, consent and address of each adjoining property owner who has requested the name change, or an affidavit authorizing an agent to act on behalf of said adjoining property owner(s).
 - f. Statement of the availability of the proposed street name, in accordance with Section 6.3.5.
 - g. Additional information as required.
2. Ten copies of a scaled 8 1/2 x 14 inch drawing showing the entire street or alley involved and including names, sources of title, and addresses of all adjacent property owners along the street as reflected by information and maps maintained by the Property Valuation Administrator. Vacant lots shall be designated as such in the scaled drawing. A location/vicinity map showing the distance of the street proposed for re-naming to the nearest arterial street shall be on the drawing.
3. The appropriate application fee as defined in the Schedule of Application Fees.
4. Fee to record the final documents in the Office of the County Clerk.

D. Review and Action for Applications

Complete applications for a street name change shall be reviewed and action taken in accordance with the following procedures.

1. The Planning Commission or its designee shall determine the technical accuracy of the request and establish the Planning Commission public hearing date.

2. A notice of the proposal to change the street or alley name and the opportunity to request a public hearing shall be sent to all property owners adjacent to the affected portion of the street or alley and all governmental units having geographical jurisdiction. Notice shall be sent no less than 14 days prior to the Planning Commission's consideration of any proposed street name change.
3. If requested to do so by any interested party, the Planning Commission shall hold a public hearing on any proposed street or alley names changes. The Planning Commission may waive the public hearing if no such request is received, and affected governmental units having geographical jurisdiction agree to the proposed name change.
4. Notice of public hearing shall be published in accordance with the provisions of Kentucky Revised Statutes, Chapter 424 (minimum 14 calendar day notice).
5. Following a public hearing or business session at which the proposed street or alley name change was considered, the Planning Commission shall:
 - a. If the street or alley is entirely within one jurisdiction with zoning authority, the Planning Commission shall make a recommendation to the legislative body of that jurisdiction for final action; or,
 - b. If the street or alley is located in more than one jurisdiction with zoning authority, the Planning Commission shall make a recommendation to Fiscal Court, or, after January 1, 2003, the council of the consolidated local government.
6. Upon receipt of an ordinance from the legislative body approving a name change, a copy of the ordinance and the approved map shall be recorded in the Office of the County Clerk.

6.3.3 Permanent Street Closing

A. Authorization and Procedure

Publicly dedicated right-of-way may be permanently closed in accordance with this section. Temporary street closures may be authorized by the Director of Works; such closures are not subject to this regulation.

This regulation is not applicable to any streets or alleys located entirely within 5th or 6th class cities.

B. Who May Initiate an Application for Permanent Closing or Abandonment of a Public Right-of-Way or Easement.

Applications for permanently closing a public right-of-way may be initiated as follows:

1. By the Planning Commission;
2. Any governmental unit having geographical jurisdiction over the public right-of-way;
3. Property owners representing a minimum of fifty-one percent of all parcels adjacent to the public right-of-way or section of right-of-way proposed to be closed, from intersection to intersection;
4. Property owners representing a minimum of fifty-one percent of the linear street frontage feet of the public right-of-way or section of public right-of-way proposed for closure from intersection to intersection;
5. Property owners representing a minimum of fifty-one percent of the adjoining parcels or adjoining linear frontage feet of a cul-de-sac or dead end street and alleyways or other rights of way adjacent to the section of right-of-way proposed for closure. See section 6.2.5 General Layout of Streets for additional requirements.

C. Application Requirements

The following information items are required for acceptance of a formal application to the Louisville and Jefferson County Planning Commission to permanently close a public right-of-way.

1. Pre-Application Conference - The staff of the Division of Planning and Development Services will meet with applicants prior to formal submittal of the request to discuss the requirements, procedures and standards of the street closure process.
2. Formal Application – A complete application form available through the Division of Planning and Development Services including the following information and attachments:
 - a. A metes and bounds description of the public right-of-way proposed for closure signed and sealed by a registered Land Surveyor in the Commonwealth of Kentucky.
 - b. Justification for the request.
 - c. The application shall be signed by the applicant or a person authorized by the applicant.
3. Plat of Survey - A recent plat of survey that describes the area proposed for permanent closure with the street or alley name(s) clearly labeled where appropriate. The plat shall show how the area proposed for closure is to be divided. The plat shall be signed and sealed by a land surveyor registered in the Commonwealth of Kentucky. Multiple copies of the plat shall be submitted, as determined by the Planning Director.

4. Site Plan - Closures related to any proposed development shall submit a site plan as part of the application. Where transportation or utility facilities are to be relocated, the site plan shall indicate specific locations for the relocation of these facilities and label as existing or relocated.
 5. Notification List - The applicant shall provide a list of the names and mailing addresses of all property owners adjacent to the proposed street or alley closing extending to the nearest intersecting streets. This list may be prepared from maps and records maintained by the Jefferson County Property Valuation Administrator. A map shall be submitted illustrating the location of each of the property owners identified above. Vacant lots shall be designated in the map.
 6. Notarized Consent - The applicant shall provide an original and one (1) copy of notarized consent to the closing from property owners of the adjoining properties along the proposed area of closure who have requested the closure, or an affidavit authorizing an agent to act on behalf of the said property owners.
 7. Additional Information – The Planning Commission may request the applicant to provide other information based upon consultation with other local agencies (i.e., Air Pollution Control District, Department of Public Works), including but not limited to traffic impact analyses and utility relocation data.
 8. Fees – The application and recording fees as defined in the Schedule of Application Fees.
- D. Considerations for Approval of a Street or Alley Closing

In determining whether a proposed street closing should be approved, the Planning Commission shall consider the following:

1. Adequate Public Facilities - Whether and the extent to which the request would result in demand on public facilities and services (both on-site and off-site), exceeding the capacity or interfering with the function of such facilities and services, existing or programmed, including transportation, utilities, drainage, recreation, education, emergency services, and similar necessary facilities and services. No closure of any public right-of-way shall be approved where an identified current or future need for the facility exists. Where existing or proposed utilities are located within the right-of-way to be closed, it shall be retained as an easement or alternative locations shall be provided for the utilities.
2. Cost for Improvement - The cost for a street or alley closing, or abandonment of any easement or land dedicated to the use of the public shall be paid by the applicant or developer of a proposed project, including cost of improvements to adjacent rights-of-way or relocation of utilities within an existing easement.

3. Comprehensive Plan – The extent to which the proposed closure is in compliance with the Goals, Objectives and Plan Elements of the Comprehensive Plan.
4. Other Matters - Any other matters which the Planning Commission may deem relevant and appropriate.

E. Findings for Street Closings

The Planning Commission shall make a recommendation on the proposed street or alley closing based on its findings relating to the various considerations listed in section D, above or its designee shall review the application for compliance with Cornerstone 2020 (comprehensive plan).

F. Review and Action for Applications

Complete applications for a street closing shall be reviewed and action taken under the following procedures.

1. The Planning Commission or its designee shall determine the Planning Commission public hearing date.
2. The Planning Commission shall hold a public hearing on all proposed street or alley closings, unless waived in accordance with paragraph 4, below.
3. Notice of public hearing shall be published in accordance with the provisions of Kentucky Revised Statutes, Chapter 424. In addition, signs giving notice of the public hearing shall be placed in the area so as to be conspicuous for passing motorists or pedestrians using the affected street or alley and at or near the closest street intersections. Signs shall be posted at least 14 days prior to the public hearing. A notice of the proposal to close the street or alley shall be sent to all property owners adjacent to the street or alley segment defined by the nearest intersecting streets, and all governmental units having geographical jurisdiction. This Notice shall be mailed to property owners at least 30 days prior to any public hearing.
4. The Planning Commission may waive the public hearing if all owners of property adjacent to the street or alley, and affected governmental units having geographical jurisdiction, agree to the proposed closure.
5. Following a public hearing concerning a proposed street or alley closure, the Planning Commission shall make a recommendation to the affected legislative body for final action. If the street or alley is entirely within more than one jurisdiction with zoning authority, the Planning Commission shall make a recommendation to all of the affected legislative bodies for final action.

6. Upon receipt of an ordinance from the legislative body approving a street closure, a copy of the ordinance, approved plat and the metes and bounds description shall be recorded in the Office of the County Clerk.

6.3.4 Release or Modification of Private Access Easement

A. Authorization and Procedure

Private access easements created by documents or plats approved by the Planning Commission may be modified or released in accordance with this section. Applications for closing a private access easement shall be made in accordance with the procedures established in **Chapter 11**.

B. Non-Utility Access Easements

If an easement was established for private access only (and does not include an easement for sewer, drainage, or utilities), the Planning Director or designee may approve the release or modification of a private access easement if all of the following conditions are satisfied:

1. The applicant has submitted the notarized consents of 100% of the property owners adjoining the easement to be modified or released, extending in either direction to the nearest intersecting streets (three or four way intersection).
2. The easement is not necessary for access, or alternate appropriate access is provided.
3. If the easement was created by a minor plat, the applicant must obtain approval of a revised minor plat in accordance with the Subdivision Regulations. If the easement was created by a recorded major subdivision plat, the applicant must obtain approval of an amendment to the record plat in accordance with the Subdivision Regulations.

C. Joint Use Easements

If the easement is for private access, as well as sewer, drainage, or utilities, the Planning Director or designee may approve the release or modification of the easement if all of the following conditions are satisfied:

1. The applicant has submitted the notarized consents of 100% of the property owners adjoining the easement to be modified or closed, extending in either direction to the nearest intersecting streets (three or four way intersection).

2. Written approval of the closure or modification is received from MSD, Public Works, Louisville Water Company and Louisville Gas & Electric (or successor organization).
3. Thirty (30) days advance written notice of the proposed closure or modification is given to the following agencies/utilities (or their successors) and no objections are received within that time period:
 - a. BellSouth;
 - b. Louisville & Jefferson County Board of Health;
 - c. Planning and Design Services (E-911);
 - d. Agency responsible for police and fire services
 - e. Clerk of the legislative body having jurisdiction;
4. All necessary utility easements are preserved or provided in alternate locations.
5. The easement is not necessary for access or alternate appropriate access is provided.
6. Easements created by minor plat must obtain approval of a revised minor plat in accordance with the Subdivision Regulations. Easements created by a recorded major subdivision plat, must obtain approval of an amendment to the record plat in accordance with the Subdivision Regulations.

D. Limitation of Commission Authority

The above conditions may not be waived by the Planning Commission. If all of the above conditions are not satisfied, neither Planning and Design Services staff nor the Planning Commission may approve the closure or modification.

E. Recording

Documentation of the release or modification shall be recorded in the office of the Jefferson County Clerk.

6.3.5 Street Names

A. Requirement for Naming

All public streets shall be named in accordance with the provisions of this section. All private streets, frontage roads and ingress/egress easements providing the principal means of access to residential, commercial, industrial, or other properties or buildings shall be named.

Exceptions: Private streets and easements that provide secondary means of access to parcels that are accessible from and qualify for an address on a named public or private street are not required to be named. Easements through a parking lot that link parcels in shopping centers or other multiple lot developments with the public street system shall be named if the Planning Director in consultation with the appropriate Fire Department determines that naming is required for emergency services purposes. The Planning Director, with comments from the appropriate Fire Department, may waive the requirement to name private streets based on a finding that naming would not benefit emergency service providers.

Street Signs: All street signs, for public and private streets shall conform to the requirements of the Manual on Uniform Traffic Control Devices. Permanent signs shall be installed no later than the date on which the road(s) are open to public use. Temporary signs may be required if the Director of Public Works determines they are necessary. The Director may determine the installation schedule and acceptable design (size, height, materials) of temporary signs. The party(ies) responsible for maintenance of private roads and access easements required to be named by this section shall provide, install and maintain street signs adequate to identify the private roads.

B. Agency Responsible for Assignment and Change of Street Names

The assignment or change of all public and private street names shall be approved by the Louisville and Jefferson County Planning Commission or its designated representative for approval of street names. Street names that have been approved by the Commission are considered official street names and are to be included in the Louisville and Jefferson County Street Index File (SIF).

C. Responsibility for Coordination of Street Name Assignments

The Division of Planning and Design Services (DPDS) shall be responsible for coordination with fire and police departments, public agencies, utility providers and others for the assignment or change of street names. This coordination will occur during the street name approval processes defined in this Chapter. DPDS will also be responsible for notification of all appropriate agencies of approved street names that have been entered into the Street Index File.

D. How Street Name Assignments May be Initiated

The approval process for new street names may be initiated as part of any of the following development approval procedures. Applicants for preliminary subdivision plan review are encouraged to seek street name approval as part of the preliminary plan application.

1. Preliminary Plan for Major Subdivision: Street names may be submitted for approval with a Preliminary Plan for Major Subdivision. Approval of the preliminary plan with street names may be given by the Planning Commission, the Technical Review Committee or the Planning Director. A street name review fee is not required for street name assignments that are part of an application for preliminary subdivision plan review.
2. Record Plat for Major Subdivision: Approved street names shall be shown on all major subdivision record plats. A street name review fee is not required for street name assignments that are part of an application for major subdivision record plat review.
3. Minor Subdivision: Street names must be submitted for approval with a Minor Subdivision Plat. Approval of the plat with street names may be given by the Planning Commission or the Planning Director. A street name review fee is not required for street name assignments that are part of an application for minor subdivision plat.
4. Condominium Property Regime Plan: Street names may be submitted for approval with a Condominium Property Regime Plan. Approval of the plan with street names may be given by the Planning Commission or the Planning Director. A street name review fee is required for street name assignments within condominium property regime plans.
5. Development Plan Review: Street names may be submitted for approval with a General Development or Detailed District Development Plan associated with a zoning district change. Approval of street names may be given by the Planning Commission or the Planning Director. A street name review fee is not required for street name assignments that are part of an application for general or detailed district development plan approval.
6. Street Name Change: Street name assignment requests that cannot be submitted as part of one of the development approvals listed above may utilize the street name change application process. Approval of these types of requests shall be given in accordance with Section 6.3.2 of this Land Development Code. A street name review fee is required for street name assignments.

E. Time Limits for Street Name Approvals

Street name approvals are limited to the effective period of the associated development approval as listed in this Code. For example, a street name approval contained with a preliminary subdivision plan approval is effective for one year. At the end of the one year period, the preliminary subdivision plan and street name approvals would expire if the applicant has not filed a record plat for the property or requested an extension of the preliminary approval as provided in this Code.

F. Reservation of Street Names

Property owners and registered agents may apply to the Division of Planning and Design Services for a street name reservation. Street name reservations have a maximum effective period of six months and may not be extended except through a new application process. A street name review fee is required.

G. Duplication of Existing Street Names Not Permitted

To eliminate potential confusion and delay of emergency response, duplication of street names shall not be permitted. Streets with the same name but different street type designations shall be considered duplicate street names (e.g., Chesterfield Drive and Chesterfield Road are duplicates). Proposed street names and name changes shall be compared with street names listed in the Street Index File (SIF) to determine if the proposal would create a duplicate name.

H. Similar or Confusing Spelling of Street Names Not Permitted

To eliminate confusion resulting from diction problems when individuals are reporting street names under stress, similar (text or phonetic) or confusing spelling of street names shall not be approved. The following are examples of the issues described in this section.

Example	Problem
Stonehenge vs. Stonehedge	Similar Spelling
Rumplestiltskin	Difficult to spell
Jotunheimen	Obscure
Phunny	Phonetically confusing spelling

I. Length of Street Names

Street names of 12 or fewer characters are encouraged to maximize visibility of street signs. New street names shall not contain more than 16 characters, which does not include either the direction (north, east, etc.) or the street type (lane, drive, etc.). Names shall not contain hyphens, apostrophes, or other non-letter characters. New street names shall not contain more than two words, exclusive of direction or street type.

J. Permanent Voids (Use of Same Name For Interrupted Streets)

To preserve the continuity of street names, and accommodate permanent interruptions to streets including limited access freeways, streams or railroad facilities, the same street name shall not be continued on both sides of a permanent physical interruption to the road.

K. Continuation of Street Names

Streets continuing through an intersection shall keep the same name. For commercial, multi-family, or townhouse developments that have an entrance or access through a publicly maintained cul-de-sac, a separate street name will be required for the entrance or access road in the event that it serves or is intended to serve two or more address numbers.

Street names shall not be changed due to a change in direction of the street, nor shall a new prefix be used for those streets that meet the criteria for using a directional indicator in the street name.

L. Use of Directional Indicators in Street Names

Directional indicators, such as north and west, shall not be included in street name proposals as a prefix or suffix to a street name. When streets cross the east/west or north/south zero baseline the appropriate directional indicator may be assigned by DPDS as part of the street name approval process.

M. Street Type Designations

Street type designations shall be assigned by the Planning Commission or its designee. Street names submitted for review will be evaluated for conformance with the criteria provided below. Street type designations that appear on approved subdivision, development and condominium plans shall be consistent with approved designations. Abbreviations of street type designations shall be consistent with NENA (National Emergency Number Association) standards as depicted in [Appendix 6B](#). See table below for the categories which comprise the range of street types that may be approved.

Category	Criteria	Possible Street Type Designations
Limited Access Roadway	Four or more lanes, divided, limited access	Pike, Freeway, or Expressway
Major Arterials	Multi-lane, high volume, through movement of traffic	Thoroughfare, Avenue, Road, Boulevard, Parkway (County Designated), Highway
Minor Arterials and Collectors	Two or more lanes, moderate traffic volumes and trip lengths	Avenue, Street, Road, Drive, Trace
Local Residential or Commercial	Two or more lanes, provide access to individual residences or businesses	Lane, Drive, Way, Circle, Trail, Loop
Residential or Commercial Cul-de-sacs	Typically two travel lanes, providing access to fewer than twenty sites	Court, Place, Terrace
Shopping Center ingress/egress	Typically two travel lanes, providing access to business sites within a larger planned development	Square, Arcade, Center, Plaza
Service Facilities	One or more travel lanes providing service access to residences and businesses	Alley, Walk, Court, Terrace

Street type designations that are proposed that do not meet the criteria listed above will not be approved.

6.3.6 Street Address Assignment

A. Street Address Assignment

Street addresses shall be assigned to all residential and commercial lots, each home site within mobile home parks, condominium and apartment units, individual business, office and commercial uses and sites, and accessory structures and uses that represent separate living or business units. Addresses shall be assigned based on the Jefferson County Addressing Manual (see [Appendix 6C](#)).

B. Administrative Procedures

1. Authority, Duties and Responsibilities of Planning Director
 - a. The Planning Director shall be responsible for the updating, interpretation, administration, and enforcement of all aspects of the addressing manual which are not the specifically reserved authority of the Louisville and Jefferson County Planning Commission, and shall have the necessary authority to ensure compliance herewith, including the issuance of violation notices and any other appropriate action.
 - b. The Planning Director shall maintain records of all addresses for each property and building on the parcel identification maps that are maintained by LOJIC. Such records and maps shall be made available to all public safety, law enforcement and emergency agencies for their use in the performance of their respective duties.
 - c. When street address numbers are noted by the Planning Director as either incorrect or otherwise in need of reassignment, the Planning Director is authorized to change the address in accordance with the provisions contained herein.

2. Cooperation with Fire Protection Districts

The Planning Director shall cooperate with the Fire Protection Districts prior to the assignment and change of addresses and street names.

3. Enforcement of Numbering System

- a. Whenever there is reason to believe that any person is in violation of any provision of this ordinance, the Planning Director or any Fire Protection District acting through one of its regular firefighters may give notice of such violation to the person failing to comply with any such provision and order said person to take such corrective measures as are necessary within 30 days from the date of notification. Said notice shall also advise that the recipient may, within 14 days from the date of notification, submit written evidence to the Planning Director or the Fire Protection District, as the case may be, of why there is no violation of this ordinance. Copies of all violation notices and any response thereto shall be provided to both the Planning Director and Fire Protection District having jurisdiction regardless of the source that issued the original violation notice.
- b. Such notice and order shall be sent via certified mail, with return receipt requested, to the property owner. The date shown on the return receipt shall be the date from which the 30-day period shall commence for compliance or submission of written evidence of non-violation.

- c. If such person fails to comply with the order issued pursuant to this section, the Planning Director may initiate such actions as are necessary to terminate the violation, including criminal citations and applying to courts of competent jurisdiction for injunctive relief, or any other appropriate action. If the original violation notice was issued by a regular firefighter, such firefighter may pursue and prosecute a criminal citation or complaint.

4. Preparation of Street Name and Address Maps, Address Files, and Emergency Service Numeration (ESN) District Boundary Maps

The Planning Director shall have prepared and shall maintain a series of maps of the entire county and such maps, to the extent possible, shall depict each street property address as well as the boundaries of all emergency service numeration districts. Due to the limitations of mapping to effectively portray each address for each building or building sub-unit, the Planning Director shall also cause to be prepared a listing of each address for each parcel and building and/or sub-units within buildings. The official street name, address maps are available through LOJIC and other related computer files.

5. Display of Address Number

Address numbers shall be displayed in accordance with Jefferson County Code of Ordinances 97.10 through 97.14. (See Appendix 6D)

6. Building and Occupancy Permits – Duty of Owner

- a. No building permit shall be issued for any structure until the owner or developer has procured the official address number of the premises from the Planning Director or designee. An occupancy permit for any structure erected or repaired shall be withheld until permanent and proper address numbers have been affixed to such structure in accordance with the requirements of this regulation.
- b. In the event that a structure is modified in use or design so that either a change in address or the assignment of additional addresses is required for continued compliance with this ordinance, the changed address or additional addresses must be acquired from the Planning Director in accordance with the provisions of this article. No building permit or occupancy permit shall be issued until the proper street address number(s) for a modified structure has been assigned.

NOTE: *Jefferson County Ordinance 14-1996, effective March 26, 1996*

7. Penalty

Any person, firm or corporation failing to comply with the provisions of this regulation after written notice by the Planning Director issued under the provisions shall be guilty of a violation and fined in accordance with Chapter 97.16 of the Jefferson County Code of Ordinances.